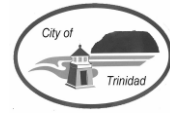


**TRINIDAD CITY HALL**  
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**SUSAN ROTWEIN, MAYOR**  
**GABRIEL ADAMS, CITY CLERK**



Posted: Monday, March 19, 2018

## **NOTICE AND CALL OF A MEETING OF THE** **TRINIDAD TRAILS COMMITTEE**

The Trinidad City Council Trails Advisory Committee will meet on

**TUESDAY, MARCH 20, 2018 at 4:30PM**

In Civic Club Room located at City Hall, 409 Trinity Street, Trinidad

### **I. CALL TO ORDER/ROLL CALL**

**Voting Members:** City of Trinidad: Susan Rotwein. **City Planning Commission**

**Liaison:** Jim Cuthbertson. **Residents:** Gail Kenny. **Trinidad Rancheria:** Zack Brown.

**Visitor Services:** Ben Morehead. **Yurok Tribe:** Frankie Myers.

### **II. APPROVAL OF MINUTES – 11/28/17**

### **III. ITEMS FROM THE FLOOR**

### **IV. STAFF REPORTS**

### **V. COMMITTEE MEMBER REPORTS**

### **VI. DISCUSSION/ACTION ITEMS**

1. Trail Monitoring Report
2. Recommendation: Memorial Bench Policy
3. Vegetation Management Policy
4. Signage Design
5. Galindo Trail
6. Bruno Groth Forest Trail

### **VII. REQUEST FOR FUTURE ITEMS**

### **VIII. ADJOURNMENT**

**Nicole Provolt**

Trinidad Administrative Assistant

## Attachment #1

### DRAFT

#### MINUTES OF THE REGULAR MEETING OF THE TRINIDAD TRAILS ADVISORY COMMITTEE TUESDAY, NOVEMBER 28, 2017 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

##### **I. CALL TO ORDER/ROLL CALL**

Mayor Pro Tem Rotwein called the meeting to order at 3:30 pm. In attendance: committee members Kenny, Morehead, Brown, Rotwein; member of public: Laos; City staff Price-Hall. Absent: Kitchen, Myers, Cuthbertson

##### **II. APPROVAL OF MINUTES**

Kenny/Brown moved to approve minutes of September 26 meeting. Motion passed.

##### **III. ITEMS FROM THE FLOOR - None**

##### **IV. STAFF REPORTS**

Rotwein - Van Wycke Trail should be moving forward with CEQA completed by January Trail meeting.

##### **V. COMMITTEE MEMBER REPORTS**

Morehead: If Gallindo Street Trail comments at last City Council meeting are correct, why hasn't the trail been shut down yet? Should this committee have a recommendation on this issue?

Laos: The information about the Gallindo St trail should be vetted to determine what is factual. The City manager met with the Rancheria about this issue and the Rancheria is doing some research on the issue with the THPO and a professional to determine what information is verifiable. There is a lot of work to be done in terms of making a recommendation.

Rotwein: It is prudent for the City to meet with the Rancheria and others to determine the facts.

Laos: She looked through all the Rancheria meeting records and could not determine that the TAS had brought up the issue prior to the current time.

Kenny: Appreciates that City and Rancheria personnel are doing due diligence on this issue.

Rotwein: The Trail Committee is the place to develop a recommendation about the Gallindo Street trail issue after fact-finding has been completed.

##### **VI. DISCUSSION/ACTION ITEMS**

###### **1. Evaluation tool for monitoring trails**

Kenny revised the trail monitoring report based on feedback from committee members. The part of Field Observation question 5. "Is there a management plan for the trail?" should be moved to the pre-field notes.

Rotwein: Should cultural resources be mentioned?

Laos: Rather than in the trail monitoring report, a brief paragraph should be added in the management plan that the city regulations should be followed, and there should be instructions for encounter of a native artifact – there could be instructions about moving to the side and burying in place.

Rotwein – The Trail Report form is for City and committee use, rather than for the public. The Committee agreed that the Report should be taken for a trail test with the members taking the same trails as assigned at the 06/12/17 meeting: Trinidad Head – Susan, State Park – Jonna, Underwood – Gail, Harbor – Gail, Old Home Beach/Axel Lindgren trail – Ben, Old Wagon Road – Jim, Parker Creek – Gail. Zach expressed interest in walking all the trails.

The Committee agreed to note things that aren't on the trail (e.g. bluff or beach) that should be brought to staff or another agency's attention. The Report could have check boxes for each of the trail landowners: Rancheria, City staff, State Parks, BLM, TCLT.

## 2. Recommendation: Memorial Bench Policy

Rotwein summarized the basic points to be determined: memorialize not advertise; have plaques available for ten year increments; how to address existing donors; number of plaques per bench; cost for a plaque. Maximum of 2 plaques per bench? Have a 10 year grace period and if the donor does not re-donate, that will be the end of it. There could be 2 plaques if one is grandfathered in. The transition would occur as benches are maintained or replaced.

Discussion about memorializing people only versus people and community groups/organizations: Brown would like to see more than just people remembered, like Trinidad community groups, especially if there are not enough people purchasing memorials. Morehead objected to the idea of memorializing only people because the Land Trust would not be able to have a plaque to recognize the contributions of their members to the trails. The committee agreed it was not appropriate to have for profit business plaques, or non-Trinidad area groups.

Discussion about number of plaques: agreed there should be a consistent rule and a maximum of 2 plaques on a bench for \$500 each plaque, and one plaque on a bench for \$1000.

Several edits were suggested: Add "annually" to second paragraph; "Benches will be available for memorializing individuals, families, or Trinidad area community service based organizations";

Recommendations:

The existing donors that cannot be contacted will be grandfathered in for a ten year period with that bench available for sharing with a new plaque. The original donor will have the opportunity to donate for a new 10 year period. After ten years, the plaque for that bench will be available for purchase.

There will be a maximum of 2 plaques on a bench.

Kenny – As a side note: near the informal trails by Marine Lab at Trinidad State Beach (that are being discouraged), there is now a rock with someone's name, birth and death dates. Doesn't believe this should be allowed. This will be referred to State Parks.

## 3. Vegetation Management Policy

Price-Hall provided a summary of the Public Works staff trail vegetation maintenance: during the growing season they try to trim trails to maintain 4-5 feet every 2 – 3 weeks, schedule allowing. They are trying to balance cutting enough to keep the trail cleared, and avoiding cutting sensitive plants or needing to do more substantial trimming due to excessive growth. There are complaints on both ends of the spectrum. Suggested that the Trinidad Head trails General Maintenance Guidelines would be a good starting point for a policy, with specific concerns noted such as sensitive plants or timing of work.

Proposed recommendations could include:

- Address trimming and getting rid of invasive species beyond the trail right of way, except on Trinidad Head where no work beyond the trail right of way is allowed.
- Annual trail maintenance including vegetation management and general trail maintenance. Should determine what the annual trail maintenance would look like on areas where trail meets the beach?
- Identify all groups that can help with trail maintenance – Rancheria, trail groups, ccc, swap

Discussed deficiencies about existing trail view maintenance. Ben thinks it is still too tight around the views. Places like the start of the trail with overgrown salal hedges obstructing the view – can something be done with that? Ben will check the guidelines and see if additional trimming would be allowed.

4. Discussion/Recommendation: Signage Design

Committee agreed to table this item for a future meeting.

5. Dog Policy on Trinidad Head

Allowing dogs on leashes on all trails provides consistency through-out town.

Kenny/Brown moved to recommend changing the Trinidad Head Ordinance to allow dogs on a leash. Motion passed.

The sheriff has been directed to enforcer the leash law, so this would be extended to the Head. The Rancheria currently follows the City policy about dogs. Trails versus beaches: Hard to enforce the leash laws on the beach because of the mean low tide line.

6. Discussion/Recommendation: Informational Kiosks

This item was tabled for a future meeting.

**VII. REQUEST FOR FUTURE ITEMS**

January meeting: Draft vegetation management document; memorial bench policy; trail monitoring tool test results. The trail reports can be used to inform trail maintenance and vegetation maintenance recommendations, including invasive species recommendation. The goal would be to have these recommendations ready by the March trail committee meeting.

February: Land Trust to propose new Bruno-Groth redwood forest trail to parker creek trail within City limits.

The signage design item could be put off until some of the other agencies have worked on this.

Dates: No December meeting. Keep meeting on the 4<sup>th</sup> Tuesdays. Next meeting will be Jan 23, 4 – 5:30 pm at the Land Trust office. Meetings Feb 27 and March 27, with these meeting locations to be determined.

**VIII. ADJOURNMENT**

Meeting was adjourned at 5:00 P.M.

Submitted by:

\_\_\_\_\_  
Rebecca Price-Hall  
City Staff

Approved by:

\_\_\_\_\_  
Susan Rotwein  
Mayor Pro Tem

## **Attachment #2**

### **Trinidad Trails Committee Notes – February 27, 2018**

In attendance: Shirley Laos (Trinidad Rancheria), Susan Rotwein (city council), Nicole Provolt (city staff)

Absent: Ben Moorehead, Jonna Kitchen, Frankie Myers, Zack Brown, Jim Cuthbertson, Gail Kenny

As there were only 2 members in attendance, no decisions were made on any agenda item. The agenda was postponed until the next meeting.

The following is a summary of items discussed:

Susan noted that Planning Commission representative Jim Cuthbertson is no longer physically able to be a member of the committee. Susan will bring this to the attention of the City Council to begin the process of designating another Planning Commission representative.

Susan noted that community representative Joanna Kitchen has advised that she may no longer be able to participate as a member of the committee. Depending on her decision Susan will bring it to the attention of the City Council to begin the process of designating another committee representative. Note: Jonna Kitchen advised the committee via email on March 1, 2018 that she is no longer able to participate as a community representative.

There was a brief discussion regarding the Memorial Bench Policy. Topics of discussion were:

Waiting List: Shirley suggested possibly implementing a contact list versus a waiting list. The group discussed possibly implementing the contact list as follows: Community members can put their name on a contact list to be notified when there are memorial benches are available for sponsorship. Once a year in January everyone on the contact will be advise if there are benches available and how many. It would be first come first serve, meaning first to pay required fees, as to who gets the benches.

Grandfathering Clause: The group discussed determining how many current sponsors the City had contact information on file for. Is it appropriate to give each of the current sponsors an automatic renewal for one 10 year period before requiring them to renew per new policy? Why would current sponsors receive an automatic 10 year renewal if the City has no contact information on file and will not be able to contact them after 10 years? City staff will review files to determine the status of contact information on file to include with the next meeting for further discussion on this matter.

Susan requested city staff to contact all committee members to establish new dates and times for future meetings. Susan suggested the 1<sup>st</sup> or 3<sup>rd</sup> Monday or Tuesday of the month from either 4:30pm-6:00pm or 5:00pm-6:30pm.

### **Attachment #3**

#### **Bench Policy Draft 2/26/18**

##### **Policy:**

The City of Trinidad will make available memorial benches for dedication. Plaques will be available for purchase in increments of 10 years. The purchase amount will be \$1000.00; this will cover the cost of the dedication plaque as well as purchase and repair of the dedicated bench. Memorial benches shall be available to individuals, families and Trinidad based service organizations (nonprofit).

##### **Definition:**

Trinidad based community service organizations are those organizations based in the greater Trinidad planning area (501C3, nonprofit).

##### **Procedure:**

The City will maintain, repair and replace a minimum of 5 memorial benches in the city limits annually. A 7 year rotating schedule will be maintained for maintenance, repair and replacement of benches.

Currently there are 34 designated memorial benches in the city limits of Trinidad.

When a bench is due for replacement, the current purchaser will be contacted and offered the opportunity to purchase the bench for a 10 year period. If the current purchaser cannot be contacted, does not respond within 30 days or chooses not to purchase the bench for an additional 10 year period, the bench will become available.

At the conclusion of the 10 year period the bench will become available unless rededicated.

Waiting list??

Grandfather clause: Any bench currently dedicated at the adoption of this policy that lacks contact information regarding the original purchaser and meets the memorial bench criteria will be grandfathered in. When the bench is replaced the plaque will be transferred to the new bench.

#### Attachment #4

#### Memorial Benches – Replacement Rating

1 – 5: 1 being in the worst shape and 5 being in best shape

#1	3
#2	1
#3	1
#4	Bench No Longer Exists
#5	Bench No Longer Exists
#6	Bench No Longer Exists
#7	Bench No Longer Exists
#8	5
#9	5
#10	2
#11	2
#12	2
#13	2
#14	2
#15	2
#16	2
#17	3
#18	4
#19	4
#20	4
#21	4
#22	5
#23	5
#24	5
#25	3
#26	5 – missing plaque
#27	4
#28	5 – plaque needs tightened
#29	5 – plaque needs tightened
#30	3
#31	4
#32	5
#33	2
#34	5

#### Summary:

1 = 2

2 = 8

3 = 4

4 = 6

5 = 10

Total = 30 benches (34 less 4 benches no longer existing)